

**U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE**

***Enhancing Completion Rates for SNAP
(Supplemental Nutrition Assistance Program) Quality Control Reviews***

*Request for Clearance
Supporting Statement and
Data Collection Instruments*

*Attachment A.2:
State SNAP QC Director Email*

Project Officer: Robert Dalrymple

September 26, 2013

OMB Control Number: 0584-XXXX
Expiration Date: XX/XX/XXXX

ATTACHMENT A.2: STATE SNAP QC DIRECTOR EMAIL

[DATE]

Dear [STATE SNAP DIRECTOR]:

I am writing to request your continued assistance with the ongoing study of the SNAP Quality Control (QC) completion rates, entitled “Enhancing Completion Rates for SNAP Quality Control Reviews.” As you may remember, the U.S. Department of Agriculture’s Food and Nutrition Service (FNS) is sponsoring this study to identify the factors that consistently lead to incomplete cases among active cases and to recommend ways to enhance the completion rates for SNAP QC reviews. FNS has contracted with Insight Policy Research (Insight) to conduct this study.

At this time, I am requesting your participation in arranging a site visit to your State SNAP QC office. During this visit, two Insight researchers would conduct one-hour semi-structured interviews with you, up to two of your SNAP QC supervisors, and up to five of your SNAP QC reviewers. These interviews will include questions about the SNAP QC process and factors leading to incomplete QC reviews.

I will contact you by phone within the next few days to answer any questions you may have and to try to schedule the site visit and individual interviews. If you prefer, you can contact me by phone or email with some dates and times that are convenient for you.

Thank you in advance for your cooperation. I look forward to speaking with you soon.

Sincerely,

{electronic signature and contact information of Insight researcher}

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